

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 36-2835**

**AIR FORCE MATERIEL COMMAND**

**Supplement 1**

**22 MARCH 1999**

**Personnel**

**ANNUAL ACQUISITION AWARDS PROGRAM**

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This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

**SUMMARY OF REVISIONS**

This supplement implements AFI 36-28, *Awards and Decorations Programs*.

**AFI 36-2835, 1 July 1996, is supplemented as follows:**

**1.1. Nominations Responsibilities and Procedures.** AFMC Outstanding Contracting Unit, Outstanding Officer in Contracting, and Outstanding Civilian in Contracting awards will be given in each of the following categories: Operational, Specialized, Science & Technology (S&T), Systems, and Logistics. Each AFMC center, including the Air Force Research Laboratory, may submit a nominee in each award category, as appropriate. Research and development actions that normally precede and are directly related to systems development fall under the Systems, not the S&T, category. SAF/AQC maintains a listing of units eligible to compete in the "specialized" category. Send all nomination packages by transmittal letter to arrive at HQ AFMC/PKX by 31 October. The Center Director/Deputy Director of Contracting should sign the transmittal letter. HQ AFMC/PK will forward the nominations for Air Force awards to SAF/AQC after major command evaluation and endorsement. Any changes will be coordinated with the nominating organization. Organizations are responsible for advising HQ AFMC/PKX of any name or rank changes for AFMC award winners and Air Force nominees.

**1.4. Evaluation Criteria and Panel.** The HQ AFMC selection panel will select winners for AFMC individual and unit awards and nominees for Air Force awards based on the criteria contained in the basic Air Force Instruction. Selections and nominations will not be final, however, until approved by HQ AFMC/PK. Unless HQ AFMC/PK specifies otherwise, the HQ AFMC selection committee will consist of:

- Chairperson - Deputy Director, HQ AFMC/PK.
- Members - Selected HQ AFMC Division Chiefs and the Command Contracting Superintendent.
- Recorder - HQ AFMC/PKX, Designee.

The HQ AFMC/PKT division chief and selected members of the HQ AFMC/PKT staff, as well as one other HQ AFMC/PK division chief, will select the AFMC Outstanding S&T Unit, Civilian, and Officer.

**Table 1.1. Contracting Awards, Rule 7, Outstanding Staff Officer.** A command-level award should be given to both a military and a civilian headquarters staff officer - one of which will be the AFMC nominee for the Air Force award.

**Table 1.1. (Added) Contracting Awards, Rule 17, AFMC Outstanding Achievement in Contracting Information Technology Award.** This award applies to military and civilian personnel or teams who have made a significant contribution to contract information technology. Nominations for individuals shall use the evaluation criteria in Line 7, "All Other Contracting Awards," of Table 1.2 of the basic Air Force Instruction. Team nominations shall use the evaluation criteria added by this supplement.

**Table 1.1. (Added) Contracting Awards, Rule 18, AFMC Outstanding Clearance Review Award.** This award applies to civilians in the 1102-series and military personnel in AFSC 64P3 or 64P4 assigned to a business and contract clearance office, and may be on an individual or team basis. Nominations for individuals shall use the evaluation criteria in Line 7, "All Other Contracting Awards," of Table 1.2 of the basic Air Force Instruction. Team nominations shall use the evaluation criteria added by this supplement.

**Table 1.1. (Added) Contracting Awards, Rule 19, AFMC Outstanding Contract Staff Award (field only).** This award applies to civilians in the 0301, 1101, 1102, or 1103 series and military personnel in AFSC 64P3 or 64P4 assigned to staff functions, other than pricing and business/contract clearance, to include policy or operations. This award shall use the evaluation criteria in Line 7, "All Other Contracting Awards," of Table 1.2 of the basic Air Force Instruction.

**NOTE:**

The above three awards added to Table 1.1 of AFI 36-2835 do not get forwarded to SAF/AQC.

**Table 1.2. (Added) Evaluation Criteria for Contracting Awards, Rule 8.** The following evaluation criteria shall be used for team nominations for the AFMC Outstanding Achievement in Contracting Information Technology Award and the AFMC Outstanding Business and Contract Clearance Award:

- 70% - Mission Accomplishments/Achievements.
- 20% - Innovation Initiatives/Process Improvements.
- 10% - Professional Development/Awards/Recognitions.

**3.2. Nomination Responsibilities and Procedures .** HQ AFMC/PK direct reporting units may submit one nominee for the first three award categories identified in Table 3.1 (Individual, Team, and Unit). Nomination packages will include a one page narrative on the front side of an AF Form 1206, *Nomination for Award*, and a one paragraph summary of accomplishments on a separate piece of plain bond paper to be used as an award citation. All nomination packages are due to HQ AFMC/PKX by 31 October.

**3.3. Evaluation Criteria and Format .** Signatures on AF Form 1206. The block titled RANK/NAME OF UNIT COMMANDER for signature purposes should be the competition advocate at the Air Logistics Centers and PK at the product and test centers.

**3.4. Evaluations Panel.** The HQ AFMC/PK selection panel will select the command's award recipients and nominees for Air Force awards based on the criteria contained in the basic Air Force Instruction. Selections and nominations will not be final, however, until approved by HQ AFMC/PK. Unless HQ AFMC/PK specifies otherwise, the selection committee will consist of:

- Chairperson - Deputy Director, HQ AFMC/PK.
- Members - Selected HQ AFMC Division Chiefs and the Command Contracting Superintendent.
- Recorder - HQ AFMC/PKX, Designee.

**3.5. Award Presentation.** The Command Competition Advocacy Awards will be presented in conjunction with the command contracting awards at the annual ceremony.

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